

# Chapter 15



## Report Utilities and Alert Notifications

## **15.0 Report Utilities**

### **System Run Report Utilities**

The generation of these system run report utilities will be transparent to the user. They will be run automatically by the system, daily, at pre-determined scheduled intervals during non-working hours.

Two report utilities were designed to assist Contract Management Teams manage the following critical areas: Delinquent Deliveries and OverAge Contracts:

The function of these utilities is two-fold: (1) They force the autopopulation of a related system generated fields, and (2) they system generate an Alert Notification Report that notifies predesignated personnel of a critical Status:

**1. Delinquency Status Report Utility** - When this report is run by the system, the CLIN Status field located in the Schedule Tab on the CLIN Details Screen will be populated, and, if determined to be delinquent, the system will also populate the CLIN Status field located in the Header of the CLIN Details Screen with a "D".

#### **Alert Notification Report: SICM Delinquency Report**

**2. OverAge Report Utility** - When this utility is run by the system, the Status field located on the Header Screen, and the Status field on the R2 - OverAge reason Codes Screen will be system populated with the updated contract OVER status, if applicable.

#### **Alert Notification Report: SICM OverAge Report**

The following notification report was designed to notify team members of incoming workload:

**3. New Contracts Entered Utility** - This report will identify all the new contracts which were entered into SICM as of the date the utility was run.

#### **Alert Notification Report: SICM New Contracts Report**

The Alert Notification Reports can be directly e-mailed to the appropriate personnel for information and/or action, by identifying the report recipient and their e-mail address through the Alert Recipient input screen. Refer to Chapter 12, Application Maintenance Module, Section 12.7, Alert Recipients, for more details.

## **15.1 SICM Alert Notifications**

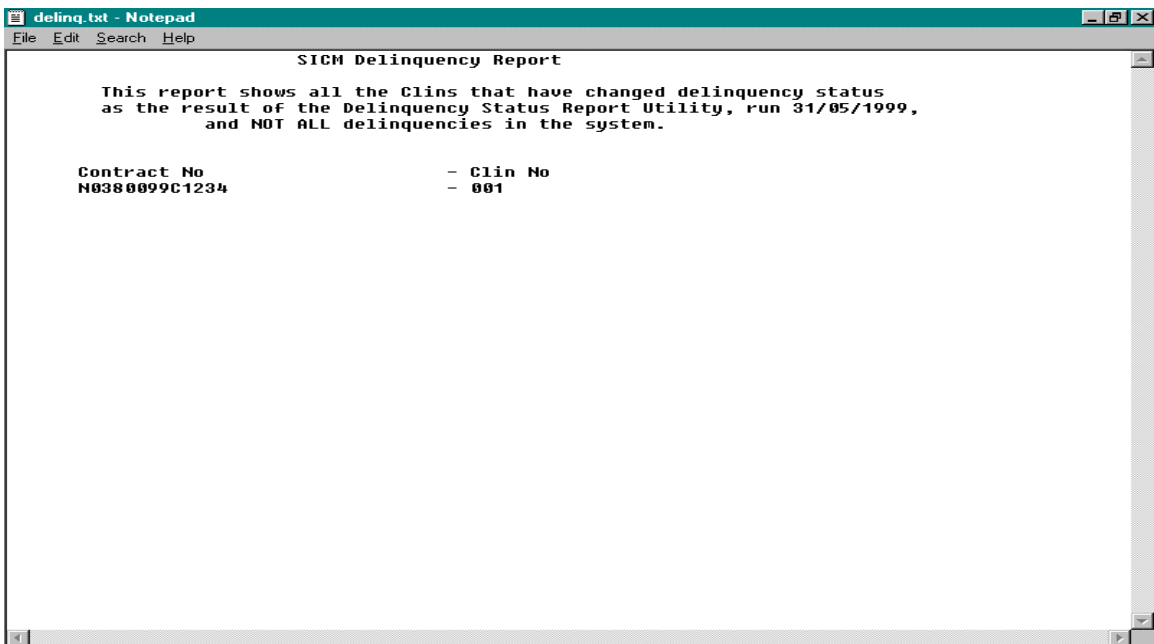
**Delinquency Status Report Utility** - When this utility is run by the system:

1. The CLIN Status field located in the Schedule Tab on the CLIN Details Screen will be populated with the number of days from the current date to the “Rev. Date” (scheduled date). Schedules not yet due will generate a positive number, while delinquent schedules will generate a negative number. Refer to Chapter 3, CLIN Details, Section 3.7, paragraph 7.

**and**

2. If determined to be delinquent, the system will populate the CLIN Status field located in the Header of the CLIN Details Screen with a “D”. Refer to Chapter 3, CLIN Details, Section 3.2, paragraph 5.

The following **SICM Alert Notification Report** , **SICM Delinquency Report**, is generated by the system after the **Delinquency Status Report Utility** is run:



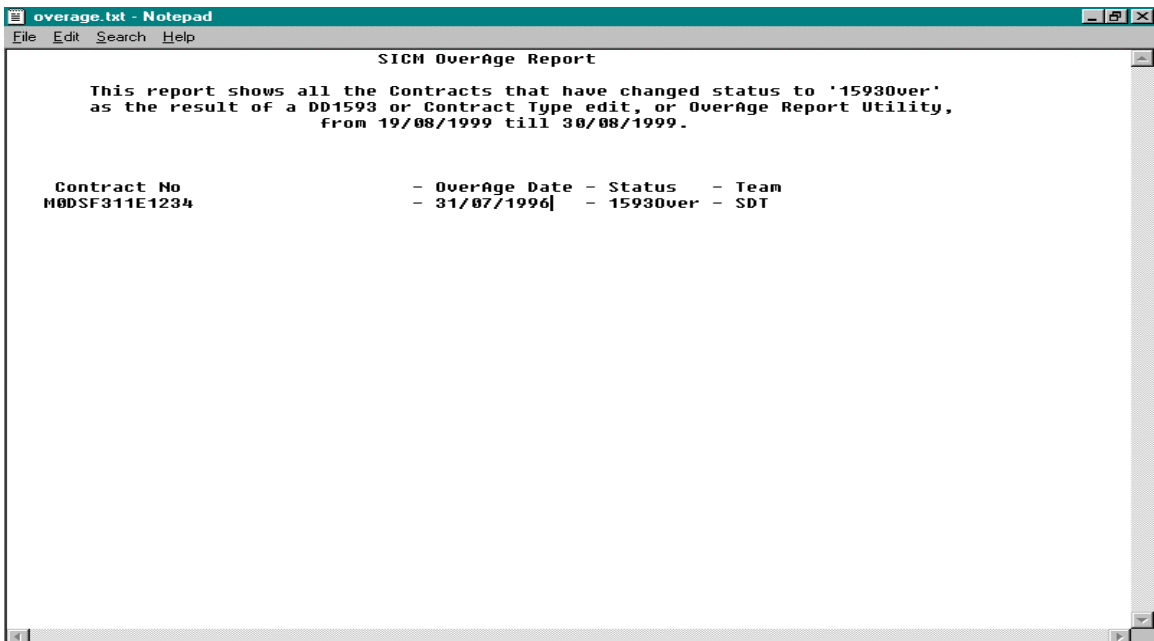
This report shows all the CLINs that have **changed** delinquency status as the result of the Delinquency Status Report Utility being run, and NOT ALL delinquencies in the system.

## 15.1 SICM Alert Notifications (continued)

**OverAge Report Utility** - When this utility is run by the system:

1. The Status field located on the Header Screen, and the Status field on the R2 - OverAge reason Codes Screen will be system populated with the updated contract OVER status, if applicable. Refer to Chapter 9, Section 9.6, paragraph 3.

The following **SICM Alert Notification Report**, **SICM OverAge Report**, is generated by the system, after the OverAge Report Utility is run:



```
overage.txt - Notepad
File Edit Search Help

SICM OverAge Report

This report shows all the Contracts that have changed status to '1593Over'
as the result of a DD1593 or Contract Type edit, or OverAge Report Utility,
from 19/08/1999 till 30/08/1999.

Contract No          - OverAge Date - Status   - Team
M00SF311E1234        - 31/07/1996 - 1593Over - SDT
```

This report shows all the Contracts that have **changed** status to “1593OVER”, as a result of one of the following:

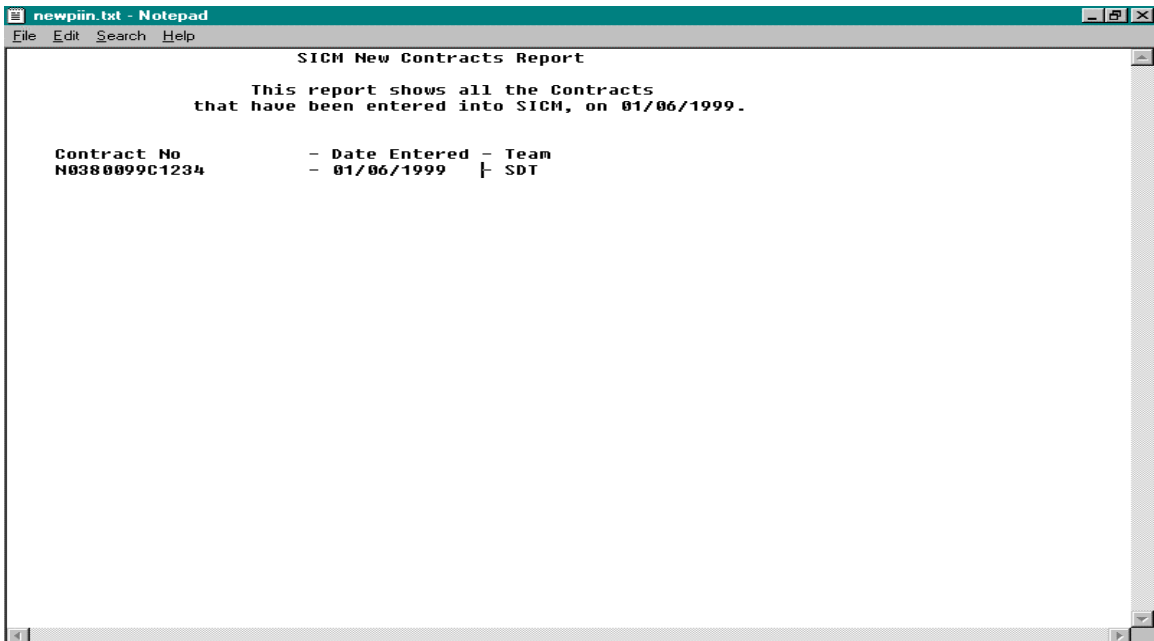
- (1) The OverAge Report Utility being run.
- (2) A DD1593 Date or Contract Type edit.

This report will include **ONLY** Contracts whose status has changed to “1593OVER” since the last time the OverAge Report Utility was run. Report will indicate the inclusive dates in the Report Description line.

## **15.1 SICM Alert Notifications (continued)**

**New Contracts Entered Utility** - This utility will identify those new contracts which have been entered into the SICM database since the last the date the report was run.

The following **SICM Alert Notification Report**, SICM New Contracts Report, is generated by the system, after the New Contracts Entered Utility is run:



```
newpiin.txt - Notepad
File Edit Search Help

                SICM New Contracts Report

                This report shows all the Contracts
                that have been entered into SICM, on 01/06/1999.

Contract No      - Date Entered - Team
N0380099C1234    - 01/06/1999  - SDT
```

This report shows all the Contracts that were entered into SICM as of the date the New Contracts Entered Utility was run.